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File No Misc I-f /41

Legal Deptt

(**BRANCH**

Subject:—Miscellaneous Correspondence relating to forms Stationery etc

(98 / E)

File No. Misc I-f 1941

Gen. 194

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C O N T E N T S .

Legal Department Volume Misc.I-F/41.

SR. No.	H. I. / O. No.		Subject	Pages.
	Misc.I-F/41		Miscellaneous Correspondence relating to forms, stationery etc.	
1.	240 17/1/41/	E.R.F.D.6519 16/12/40/	Travelling Allowance Bill Form of -	1-5
2.	237 7/1/41/	F.D.Circular Memo. 1032/33-A 11-12-40-	Remittances-New scheme for remittance facilities in India.	5-7
3.	831 24/1/41/	G.D. 2399/33/C 4-1-1941/	Swadeshi Goods-Purchase of hand -spun and hand woven cloth.	8-9
4.	1539 13/2/41/	G.R.P.&S.D. 1639/34 31/1/41/	Clothing -Peons.	11
5.	2306 26/2/41/	G.D. 2399/33/64-C 4/3/41/	Swadesh Goods- Supply of khadi.	13-15
6.	3085 3/4/41/	G.R.G.D. 356 4-3-41	Stores Amendments to rules regulating the purchase of	17-19
7.	3172 5/4/41.	G.R.P.W.D. 1736/36 8/3/41/	Electric Bulbs- Contract for the supply of - during 1941-42	21-27
8.	4837 27/5/41/	G.R.G.D. 356 9/5/41/	Relaxation for the duration of the war of rule 1 of rules for the supply of articles required to be purchased for the public service .	29
9.	9191 29/9/41/	G.R.G.D. 4189 6/9/41/	Stores- purchase of	31
10	6935 5/8/41/	G.R.F.D. 6596 25/7/41/	Forms -I. T. 47 and 47-A.	33
11.	9488 7/10/41/	G.R.P.& S.D. 3142/34 8/10/41/	Post bags - Discontinuance of the system of hiring	89-93
			Stationery, Economy in the use of -	89-93

Travelling Allowance Bill.
Form of ____.

GOVERNMENT OF BOMBAY.

Finance Department

Resolution No. 5519.

Bombay Castle, 16th December 1940.

Letter from the Commissioner of Police No. 13820/48-P, dated 24th October 1940.

Memorandum from the Home Department, No. 3935/4-D, dated 28th October 1940.

RESOLUTION. -The Governor of Bombay is pleased to direct that the following certificate should be added to the certificates prescribed in the present form of travelling allowance bill, T.O. Form No. 10.

"Certified that the claims representing payment of railway or steamer fares are for the fares of the class of a accommodation actually used."

2. The Superintendent, Government Printing and Stationery, should be requested to print the above certificate in the form of travelling allowance bills for non-gazetted officers when the next stock is issued.

By order of the Governor of Bombay,

B. VENKATAPPIAH,
Deputy Secretary to Government.

V.VK. 23/5/56/ 5C.

Remittances:

New Scheme for remittance facilities in India.

GOVERNMENT OF BOMBAY.

Finance Department .

Government Circular Memorandum No. 1032/33-A.

Bombay Castle . 11th December 1940.

GOVERNMENT CIRCULAR MEMORANDUM.

In modification of the instructions issued in Government Circular Memorandum No. 1032/33,* dated 30th September 1940, Government is pleased to direct that pies may be accepted for the issued of the Reserve Bank of India Government Drafts on account of sums which represent dues fixed by or under any law or under any contractual obligation of Government.

By order of the Governor of Bombay,

V. SHANKAR,

Deputy Secretary to Government.

---

*Printed as an accompaniment.

V.VK. 23/5/56/ 50.

Clothing
Poons___.

GOVERNMENT OF BOMBAY.

Political and Services Department .

Resolution No. 1639/34.

Bombay Castle, 30the January 1940.

Letter from the Superintendent, Government Printing and Stationery, Bombay , No. M.S. 2110, dated the 20th January 1941:-

" I have the honour to report that the period of Tailoring Contract sanctioned in Government Resolution, Political and Services Department, No. 1639/34, dated the 30th March 1940, expires on 31st March 1941. Tenders were therefore called for from Local Tailoring Firms for the year 1941-42 and the quotations received from them are given in the accompanying statement." The rates offered by Messrs. Bhawoo Kashinat & and Company, 63 Bhandari Streeet (Near Round Temple) Bombay No. 4, are the cheapest and I recommend that the contract for the next year should be given to this firm.
Early orders are requested."

RESOLUTION. Government is pleased to direct that the tailoring of the uniforms of peons and petty officers serving in Government offices in Bombay City should be entrusted to Messrs. Bhawoo Kashinath and Company, 63, Bhandari Street (Near Round Temple) Bombay No. 4 and that they should be paid at the following rates ____

		Rs.	a.	p
1.	Woollen coats for Amaldars	0	20	0
2.	Woollen coats for peons	0	8	0
3.	White Drill or Khadi Suits	0	12	0

By order of the Governor of Bombay,

G.F.S. COLLINS,

Chief Secretary to the Government of Bombay,
Political and Services Department.

To.
The Accountant General ,Bombay,

V.VK. 23/5/56/ 5C.

Stores.
Amendments to rules regulating the purchase of ____.

GOVERNMENT OF BOMBAY.

General Department.

Resolution No. 356.

Bombay Castle, 4th March 1941.

Letter from the Government of India, Department of Supply, No. 18-S. War (5) /39, dated the 10th May 1940,-

"I am directed to refer to the letter from the late Department of Industries and Labour, No. S. 490, dated the 12th October 1931, and to forward, for information, ten copies of the Government of India's Resolution in the Department of Commerce No. 18-S. & I (2) -War/40 dated the 24th February 1940, publishing certain amendments to the Rules regulating the purchase of stores required for the Central Government and Provinces other than Governor's Provinces.

2. The Government of Bombay will no doubt consider the desirability of issuing similar amendments to the Rules prescribed by them with such modifications as may be necessary. The Government of India will be glad to receive in due course three copies of any amendments that may be issued."

Memorandum from the Superintendent, Government Printing and Stationary, Bombay, No. A.B. 1019, dated the 11th June 1940.

Government Memorandum, General Department, No. 356/III/18090-C, dated the 21st June 1940.

Government Memorandum, Political and Services Department , No. S. 6-B., dated the 3rd July 1940.

Government Memorandum , Finance Department, No. 5355/14419-B, dated the 4th July 1940.

Government of Memorandum, Home Department, No. 7347/2-E, dated the 16th July 1940.

Government Memorandum, Revenue Department, No. 2696/D/39, dated the 26th July 1940.

Letter from the Government of India, Department of Supply, No. S. 18 (1) /41, dated the 13th January 1941.

RESOLUTION. - Government is pleased to direct that the following amendments shall be made in the Rules for the purchase of stores, appended to Government Resolution, Political Department , No. 6826, dated the 24th March 1931, which shall remain in force for the Duration of the War:-

(1) Rule (1).- Read "Rules 7, 7A and 8 ", for the words and figures "Rules 7 and 8 occurring in this rule.

(2) Add the following as Rule 7A after the existing rule 7:-

"Rule 7-A:- The purchasing officer shall obtain by indent on the India Store Department , London, all articles not grown in India and required to be purchased for the public service, stocks of which are not available in the country or could not be made available within the time such articles are required to be brought into service.

In all such cases the purchasing officer shall before forwarding the indent, place on record his reasons for not effecting the purchase

Stores.
Amendments to rules regulating the pur chase of ____.

GOVERNMENT OF BOMBAY.

General Department.

Resolution No. 356.

Bombay Castle, 4th March 1941.

Letter from the Government of India, Department of Supply, No. 18-S. War (5) /39, dated the 10th May 1940:-

"I am directed to refer to the letter from the late Department of Industries and Labour, No. S. 420, dated the 12th October 1931, and to forward, for information, ten copies of the Government of India's Resolution in the Department of Commerce No. 18-S. & I (2) -War/40 dated the 24th February 1940, publishing certain amendments to the Rules regulating the purchase of stores required for the Central Government and Provinces other than Governor's Provinces.

2. The Government of Bombay will no doubt consider the desirability of issuing similar amendments to the Rules prescribed by them with such modifications as may be necessary. The Government of India will be glad to receive in due course three copies of any amendments that may be issued."

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Government of Memorandum, Home Department, No. 7347/2-E, dated the 16th July 1940.

Government Memorandum, Revenue Department, No. 2698/D/39, dated the 26th July 1940.

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(1) Rule (1).- Read "Rules 7, 7A and 8", for the words and figures "Rules 7 and 8 occurring in this rule.

(2) Add the following as Rule 7A after the existing rule 7:-

"Rule 7-A:- The purchasing officer shall obtain by indent on the India Store Department , London, all articles not grown in India and required to be purchased for the public service, stocks of which are not available in the country or could not be made available within the time such articles are required to be brought into service.

In all such cases the purchasing officer shall before forwarding the indent, place on record his reasons for not effecting the purchase

In accordance with the preceding rules and also sign on the indent a certificate in the following form:-

'I certify that from enquiries made I am satisfied that the article / included in this indent is/are not at present available in stock in India and cannot be made available within the time such articles are required to be brought into service

Purchasing Officer."

Dated

By order of the Governor of Bombay,

H.D. WARDEN,

Junior Assistant Secretary to Government.

G.R. No. 356, G.D. , dated the 4th March 1941.

To

The Superintendent, Government Printing and Stationery,

V.VK. 23/3/56/ 5C.

Submitted.

2. Out of the 16 confidential boxes in this Department only 9 boxes are available for circulation and it is very difficulet to send cases to officers in time for want of sufficient circulation boxes. Besides, as A.L.R. will be in Bombay at least three circulation boxes will have to be kept here. That means only 6 circulation boxes will be available for being taken to Poona. It is, therefore, requested that at least 4 confidential boxes may be got prepared before the camp office moves to Poona.

3. Last time when the new confidential boxes were prepared, an order for them was placed with Messrs. British India Furniture Works. The price then charged by that Firm for each box was Rs. 10. Perhaps the same firm may now be asked to give quotations for preparing 4 new confidential boxes

4. The confidential record is on the increase, and necessaity for a box for keeping the same is very badly felt. It is therefore requested that a big box (like the one used by Camp Clerk for keeping camp files & Dimensions 2½' x 1½ x 1½') may be got prepared for keeping the confidential files. The quotation for this box may also b called for from the firm mentioned in para. 3 above.

Sd/-
dt/-16/5/41/

Supdt.C. Id/-J.R.D.
dt/-16/5/

S.A.S. Id/-G.R.D.
dt/-16/5/

Presume & no is not we
necessary to Cuncult S.D. or F.D.

D.S. Sd/- H.S.C.
dt/-16/5/

Subd. with reference to Dy. Secy's query ante.

2. It is not necessary to refer the case to the S.D. or F.D. as the charge is to be met from the Contract grant at our disposal. The S.D. will only have to be asked to supply the locks for the boxes.

Sd/-B.R.Pradhan
dt/-17/5/41/.

Supdt. Id/-J.R.D.
dt/-17/5/

SAA..S.Id/-G.R.D.
dt/-17/5/

D.S. Id/-H.S.C.
dt/-17/5/

Submitted with ocs. a F. cs. of letter & Memo. for signature .

Sd/-B.R.Pradhan.
dt/- 19/5/41.

Supdt. Id/-J.R.D.
dt/-19/5/

S.A.S.

V.VK. 23/5/56/ 5C.

Resubmitted with reference to office note dated 29-3-41.

2. Quotations for one box and 4 confidential boxes may perhaps be called for from Messrs. Shankar Ramchandra & Bros., the furniture contractors in Poona.

3. Necessary letter is put up for approval and signature.

Id/-
dt/- 26/6/

Supdt. Id/-J.N.D.
dt/-26/6/

S.A.S. Id/-J.N.D.
dt/-26/6/

V.VK. 23/5/86/ 50.

Phone ---

On .M.E.S. approved list of Contractors.

Shankar Ramchandra & Bros.

---------- By Appointment to ----------

Furniture Dealers,
Cabinet Makers,
General Merchants,
Military Contractors,
Commission Agent and Auctioneers.
123, MAIN STREET, CAMP, POONA.

D/20th August 41.

To

The Secretary to the Government of Bombay
Legal Department, Poona.
Council Hall, Poona.

Dear Sir,

With reference to your letter No. 7ith June 1941, P.D. 21st
we beg to quote out prises for the following Teakwood boxes as below and hope that it will meet with your kind approval.

Awaiting your further esteemed favours.

QUOTATIONS.

4, (Four) Teakwood Confidential Boxes
as per your sample.....(@)Rs.30/-each

1, (One) Teakwood Box with iron corners, & Brown Polish
Size 2'-6" x1' -6".....@ Rs. 35/-each.

LEGAL DEPARTMENT
R.I.No.48-A-P
AUG25/1941/

Yours Faithfully,
For Shankar Ramchandra &Bros.

Sd/-
Manager.

V.VK. 23/5/56/ 5C.

Submitted.

2. Messrs. Shankar Ramchandra and Bros., Furniture dealers in Poona, who were asked to give their quotations for 4 confidential boxes and 1 big box have sent in their quotation The following prices have been quoted by that firm:-

	Total cost.
4 teakwood confl.boxes @Rs. 30each.....	Rs. 120
1 box (big).	Rs. 35
Total amount.	Rs. 155

3. The quotations of Shankar Ramchandra & Bros. are comparatively higher than those of the British Indian Furniture Works of Bombay. The latter firm quoted the following prices for the same furniture in the month of May 1941:-

	Total cost.
4 Teakwood Boxes(confl), @ Rs. 15 each. ..	Rs. 60.
1 Big box, @Rs. 40 ..	Rs. 40.
Total mount	Rs. 100

4. The quotations of the Britished India Furniture Works are less by Rs. 55 may therefore be accepted and the order for the boxes may be placed with that firm.

5. If the proposal made in para. 4 above is approved, the letter to the British India Furniture Works will be put up for approval and signature.

Id/-
dt/-8/9/41/

Supdt. C.

Asstt. Id/- J.R.D.
dt/-8/9/

S.A.S. Id/-C.R.D.
dt/-11/9/

Please-ecall--for quotation from

the-Yerwda-Jail and-the Arthur

Road , Prision, Bombay,

D.S. Id/-H.S.C.
dt/-11/9/

Resubmitted with reference to D.S.'s orders of 11/9/41 overleaf.

2. Requisite letters to the Supdts., Yeravda Central Prison and Arthur Road Prison are put up for approval and signature.

Id/-
dt/- 12/5/41/

S.A.S. Id/-G.R.D.
dt/- 12/9/

V.VK• 23/5/56/ 5C.

No. 197-P 57

Legal Department,

Council Hall, Poona, 12th September 1941.

From

P.N. Moos, Esquire, Bar-at-Law, I.C.S.,

Secretary to the Government of Bombay;

To

The Superintendent,

Yeravda Central Prision,

Yeravda, POONA.

Sir,

I am directed to request that you will be so good as to furnish your quotati ns as early as possible for the following wooden furniture:-

4 Teakwood Confidential boxes.

1 Teakwood box with iron corners and brown polish (Dimensions - 2'-3" x 1' -9" x 1'- 8").

2. Samples can be seen in the Camp Office of this Department at the above address during office hours.

I have the honour to be,

Sir,

Your most obedient servant,

Id/-S.B.P.
For Secretary to the Government of Bombay,
Legal Department.

Id/-
dt/- 12/5/41/

V.V. 23/5/53/ 5C.

No. 198-P

Legal Department,

Council Hall , Poona, 12th September 1941.

From

P.N.Moos, Esquire , Bar-at Law, I.C.S.

Secretary to the Government of Bombay;

To

The Superintendent,

Arthur Road Prison,

Bombay.

Sir,

I am directed to request that you willbe so good as tofurnish your quotations as early as possible for the following wooden furniture:-

4 Teakwood Confidential boxes.

1 Teakwood box with iron corners, and brown polish (Dimensions - 2' 6" x 1'-9" x 1'-3").

2. A sample of the confidential box can be seen in the Bombay Office of this Department at the Civil Secretariat, Bombay.

XXXXXXXXXXXX

have the honour to be,

Sir,

Your most obedient servant,

Id/- D.V.D.

For Secretary to the Government of Bombay,
Legal Department.

Id/- D.W.S.
dt/-12/9/41/

V.VX. 23/5/56/ 50.

(14677)
No.14677 of 1941 .
Central Prison Office,
Yeravda, 19th September 1941.

From

The Superintendent,
Yeravda Central Prison.

To

The Secretary to the Government of Bombay,
Legal Department, Bombay.

Sir,

With reference to your No. 197-P, dated 12-9-41, I have the honour to give below the prices of the following furniture

2. Brass hinges of the pattern fixed on to the confidential box which were shown to the Jailor are not now available in the local market. Ordinary hinges have been provided.

3. The red cloth which was used for lining and padding for the confidential box referred to is not available now in the market. So the sample piece of cloth which can be had from the market is sent herewith ~~xxxxxxxxxxx~~ for your approval and return.

Confidential box made from Malbar teak 18"x12"x9"	=	Rs.12/-each
Wooden box 2'-6"x1'-9"x18" made from Country best teak.	=	Rs.18/- "
Ditto if made from Malbar teak	=	Rs 25/- "

4. As the prices of materials are going up every day it is requested that the order may kindly be placed immediately so that requisite raw materials can be purchased and the order complied with.

I have the honour to be,
Sir,
Your most obedient servant,

Sd/-
Lt.Col. I.M.S.
Superintendent,
Yeravda Central Prison.

V.V.K. 23/5/56/ 50.

R.I.No. 6997/20/9/41/

Submitted , with pp-

2. Attention is invited to para. 3 of office noteDated 18-9-41 and the orders passed by A.L.R. and D.S. thereon the requisite letter to the Supdt., Thana District Prison, is put up for approval and signature, It is, however, for orders whether this letter may now issue in view of the quotations which have been received in the meantime from the Supdt. Yeravda Central Prison and dealt with in the following paragraphs.

3. The Supdt. Yeravda Central Prison, has , with reference to our letter at p. 19 ante, furnished quotations for the furniture required. He states that the brass hinges of the pattern fixed on to our confidential boxes are not now available in the market and that ordinary hinges can only be provided. He further adds that that red cloth used for lining and padding for the confidential boxes is also not now available in themarket and forwards a sample piece of blue cloth for approval. and return. The prices quoted by him are as shown below:-

		Rs.
4 Confl. boxes made from Malabar teak.		12eac
1 wooden box of the required size made from country best teak		10 ea
or		
1 -Do- -do- made from Malbar teak		25 e

4. The Supdt. also requests that as the prices of materials are going up every day, order for the furniture may be placed with him immediately so that requisite raw materials can be purchased and the order complied with.

The Supdt's proposal to use the blue cloth instead of red cloth for lining and padding purposed and to provide oridnary hinges instead of prass hinges is in the first instance for approval. Office also suggests that the box made from Malabar teak wood the price of which is quoted at Rs. 25 may be prefeered to the one made from country teak wood. This suggestion will cost Government Rs. 7 more but we shall get better stuff.

6. If the Supdt's proposal inregard to the use of blue cloth and ordinary hinges and theoffice suggestion in regard to the purchase of the big box for Rs. 25/- are approved, the total cost of the furniture would come to Rs. 73 as shown below:-

		Total cost.
4 Confl. boxes @Rs. 12 each.=	Rs.	48
1 big box @ Rs. 25 ..... =	Rs.	25
Total amount. ..	Rs.	73

The above quotations of theYeravda Central Prison are comparatively much cheaper than those of British India Furniture Works and Messrs. Shankar Ramchandra and Bros. Atention is for the sake of compession of quotations invited to paras. 2 and 3 of office note dated 8-9-41(p.17 ante).

7. It is therefore for orders whether the above quotations furnished by the Supdt., Yeravda Central Prison may now be accepted without any further loss of time and the order for the required furniture placed with him immediately, especially in view of his warning that the prices of materials are going up day by day.

ID/-
d/-
To/ I.R.D.
26/9/ (Supdt.C.)

Amay be done. Id/-R.K.D. dt26/9/ V.VK. 23/5/56

No. 238-P

Legal Department,

Council Hall, Poona, 3rd October 1941.

From

P.N.Moos, Esquire, Bar-at-Law , I.C.S.

Secretary to the Government of Bombay;

To

The Superintendent,

Yeravda Central Prison,

Yeravda (Poona).

Sir,

With reference to your letter No. 14577, dated 19th September 1941, I am directed to state that your quotations for the following articles of furniture are accepted:-

(1) 4 Confidential boxes made from Malbar teak (18" x 12" x 8"). ... ... Rs. 12 each.

(2) 1 wooden box made from Malbar teak. (2'-6" x 1'- 2" x 1' -3") ... ... Rs. 25.

Four confidential boxes and a wooden box of Malbar teak wood may now please be prepared and delivered to the camp office of this Department before 10th October 1941.

2. Your proposal to provide ordinary hinges in place of brass ones and to use blue cloth as per made sample sent by you for lining and padding purposes for the confidential boxes is approved. The sample piece of blue cloth is returned herewith as requested by you.

3. A sample of the confidential box without a lock is sent herewith for your inspection and return. I am to request you tosend your carpenter to this office for fixing up the locks to the confidential boxes when they are delivered.

I have the honour to be,
Sir,
Your most obedient servant,

Id/-S.B.P.
For Secretary to the Government of Bombay,
Legal Department.
Id/-
dt/-29/9/41/

V.VE. 23/5/56/

No. 16349 of 1941.

From :-

The Superintendent,
Yerayda Central Prison, Yeraeda.

To,

The Secretary to the Government of Bombay,
Legal Department,
Council Hall, Poona.

Central Prison Office,
Yera da, 4th October 1941.

Sir,

With reference to your letter No. 838-P dated 3-10-41, I have the honour to inform you that your order for the following articles has been registered and will be complied with by the 17th October 1941 :-

4 Confidential boxes, malabar teak, 18" x 12" x 8"
1 Wooden box, malabar teak, 2'-6" x1'-9" x 1' 6",

2. A carpenter is not entertained in this institution. All the carpentary work is managed by the convicts. I , therefore, request you to please send me 4 locks to be fixed to these boxes, which will be done in my presence.

I have the honour to be,
Sir,
Your most obedient servant ,

Sd/-
Lt.Col. I.M.S.
Superintendent, Y.C. Prison.

V.VK. 23/9/56/ 30.

75

No. A.Conf.

Legal Department

Council Hall, Poona, October 1941.

From

P.H.Moos, Esquire, Barrat-at-Law, I.C.S.,
Secretary to the Government of Bombay;

To

The Superintendent,
Yeravda Central Prison,
Yeravda.

Sir,

With reference to your letter No. 15349, dated the 4th October 1941, I am directed to request that as this office will be shifting to Bombay about the end of this month, the four confidential boxes and the wooden box may be delivered to this office by the 17th October 1941 without fail.

2. With reference to paragraph 2 of your letter under reference, I am toforward herewith 4 locks to be fixed up to the confidential boxes. These may please be kept by you amongst personals under they are fixed in the boxes if you require, the confidential key under to test whether these locks have been properly fixed to the confidential boxes, please send an intimation to this office after the locks arefitted, when the key will be sent to you.

I have the honour to be,

Sir,

Your most obedient servant,

Sd/-

For Secretary to the Government of Bombay,
Legal Department.

V.VK. 23/5/56/ SC.

No.256-P-Confl.

Legal Department,

Council Hall, Poona, 10th October 194

From

P.N.Moos, Esquire , Bar-at Law , I.C.S.

Secretary to the Government of Bombay;

To

The Superintendent,

Yeravda Central Prison,

Yeravda.

Sir,

With reference toyour letter No. 15349, dated the 4th October 1941, I am directed to request that as this office will be shifting to Bombay about the end of this month, the four confidential boxes and the wooden box may be delivered to this office by the 17th October 1941 without fail.

2. With refesence to paragraph 2 of your letter under reference, I am to forward herewith 4 locks to be fixed up to the confidential boxes. These may please be kept by you personally until they are fixed to the boxes. If you require the confidential key in order to test whether these locks have been properly fixed to the confidential boxes, please send an intimation to this office after the locks are fitted, when the key will be sent to you..

I have the honour to be,

Sir,

Your most obedient servant,

Id/-S.B.P.

For Secretary to the Government of Bombay,
Legal Department.

Id/-
Dt/-9/10/41.

V.VK. 25/5/56/ SC.

Confidential

No.836 of 1941.

From

The Superintendent,

Yervda Central Prison.

To

The Secretaty to the Government of Bombay,

Legal Department,

Council Hall, Poona.

Central Prison Office:

Yeravda, 13th October 1941.

Sir,

With reference to your confidential letter No.256-P-Confl.4 dated 10th October 1941, I have the honour to request you to plem e send me the key for the locks sent by you as same is required to test whether the locks are properly fixed.

I have the honour to be,
Sir,
Your most obdient servant,

Sd/-

Lt-Col,I.M.S.
Superintendent,
Yeravda Central Prison.

R.I.No.85-P-Confl.
12-X-41.

The key shahld be sent with some responsible person-properly Mr. Chaudhary.

Id/-
dt/-15/10/

85
R.I.No.-P-Confl/13/10/41/.

Submitted with pp.

2. The Supdt. in his letter overpage requests that the confl. key may be sent to him as it is required to test whether the locks are properly fixed.

3. Please see Secy.'s note dated 13/10/41/ overpa-e. Secy. has or-dered therein that thekay should be sent to the Supdt. Y.C.Prison, with some responsible person---- preferably Mr. Chaudgary. The key may accordingly be sent to the Prison with MR. Chaudhari.

A.L.R. Id/-G.R.D. 10/10/41/ Id/- dt/-16/10/41/ V.VK.25/[illegible]/5

No.16030 of 1941.

From :-

The Superintendent ,

Yeravda Central Prison, poona.

To

The Secretary to the Government of Bombay,

Legal Department,

Council Hall, POONA.

Central Prison Office,

Yerwadva, 14, Octr. 1941.

Sir,

In continuation of this office No. 15349 dated 4-10-41, I have the honour to inform you that the undernoted articles of furniture have this day been sent to your address :-

4 Confidential boxes, malabar teak, 18"x12"x8"
1 woodenbox, malabar teak .....3'-6"x 1'-9"x 1'-6".

The invoice for Rs. 73/-is sent herewith for favour of countersignature and early return.

I have the honour to be,
Sir,
Your most obedient servant,

Sd/-

Lt.Col. I.M.S.
Superintendent,
Yeravda Central Prison.

R.I.No.88-P.

24/10/41/.

V.VK. 25/5/56/ 5C.

GOVERNMENT OF BOMBAY.

General Department.

Resolution No. 3303/33.

Bombay Castle 12th December 1941.

Letter from the Government of India, Department of Labour, No.354, dated the 18th October 1941.

Memorandum from the Superintendent, Government Printing and Stationery No. 247, dated the 12th November 1941.

Resolution. The prices of articles of stationery have risen considerably during the war and some articles are no longer obtainable. It has, therefore, become increasingly necessary to observe the strictest possible economy in the supply and strictly to check their consumption. Particular difficulty is being experienced in regard to the supply of paper of various kinds and strenuous steps must be taken to avoid all waste in the use of ------
paper, not only in the Government offices but also in the office of the local bodies. In the circumstances, Government is pleased to direct that all indenting officers should effect a 25 per cent. Reduction in the shortest possible time, if not immediately, in their requirements for paper of all kinds. The Superintendent, Government Printing and Stationery, Bombay is directed to scrutinise carefully all requisitions for paper and unhesitatingly to cut down unjustifiable indents so as to achieve this percentage reduction as soon as possible.

2. Government has issued orders from time to time impressing upon the officers the need for economy in the use of stationery articles and suggesting certain ways and means for effecting such economy but the results achieved so far are not encouraging. Government is of opinion that this is due mainly to absence of personal check. The seriousness of the position has, therefore, brought to the notice of all officers and they are requested to give the same personal attention to this matter as they are doing in other matters connected with the prosecution of the war and to issue orders in their respective offices enjoining their staffs to effect the utmost possible economy and to give specific instructions to them from time to time.

3. Heads of Departments and offices under them should be requested to effect economy by following the instruction given below :-

(1) All notes (whether regular or routine) and all correspondence (both drafts and fair copies) as well as all cyclostyled papers should be written either in hand or in type on both sides of the paper.
(2) Notes for orders should be submitted on the communications themselves whenever possible.

(3) Notes should be as brief as possible, and space on note sheets can be saved by recording short notes in single line spacing.

(4) When a small or more or less routine note and a memorandum or letter or draft Government Resolution is to be typed or written, the note should be typed or written on one side of the page and the draft of the letter or memorandum or Government Resolution on the reverse.

(5) Drafts themselves should be kept as office copies, and carbon copies should only be made when the draft has been so extensively altered or is sufficiently important as to make it

x Pl. see also G.R.G.D.No. 3303/33, of 21/1/43-R.I.1181, dt/-9-2-43 in Misc. I.F. 143.

necerry to have a clean copy. In the case of endorsements, forwarding a single document, the endorsement, wherever space permits, should be typed on the document itself either at the end of the main text or on thereverse.

(6) Fair copies of letters should be typed in single line spacing on the smallest size of paper consistent with the volumeof matter to be included; Short letters should nover be typed on foolscap folio paper (i.e. 13½" x 8½").

(7) Foolscap quarto (i.e.8½ x 6½)paper should be used as far as this can be done conveniently and theSuperintendent, Government Printing and Stationery, should supply this type of papers to the officers and Departments concerned.

(8) In typing fair copies of correspondence consisting of several communications, the copies should be typed, as far as possible, one below the other and not on separatee sheets.

(9) In demanding type-written or printed matter, care should be taken that more copies than are absolutely necessary are not asked for.

(10) Waste of paper should be avoided by using sheets of paper fully and by curtailing voluminous or by not sending (/ accompaniments) them.

(11) For demi-official correspondence, suit-able ligh-t weight paper should generally be used, and particular care should be taken tha t the deppatcher realises that unnecessarily large or heavy envelopes are not used.

(12) In the case of small endoresements, letter, etc., foolscap quarto (i.e.8½"x 6½")paper should, as far as possible, be used instead of foolscap folio (13½" x 8½") paperm which e should be used only in letters to the Government of India and to important private persons and bodies.

(13) Similarly official letters should be typed or written on half sheets, i.e. foolscap quarto (i.e. 8½" x 6½") using both sides, wherever this is possible.

(14) All non-confidential correspondence delevered to Departments in the same building should be sent loose and not in envelopes.

(15) Envelopes containing non-confidential documents should be fastened down with economy slips in such a manner as to allow them to be used as many times as possible.

(16) Envelopes of thesmallest size and cheapest quality should be used consistent with requirements.

(17) The use of disproportionately large envelopes for letters which can be folded to the size of a smaller envelope should be strictly forbidden.

(18) When confidential covers are not sent by post and are addressed by name to the person who should open them there is no need to use double covers.

(19) Greater use should be made of boxes, instead of covers , in sending confidential papers from one office to another in the same place.

(20) Obsolete forms and papers and waste paper of which one side only has been used should be utilised for rough work or drafting purposes. Wherever this cannot be done, rough memo blocks should be used and it should not be necessary ever to use foolscap paper.

(21) Small forms should not be pasted on larger sheets for filing purposes.

(22) Packing paper wrappers, etc., of parcels received should be opened very carefully and thematerial retained for subsequent use.

(23) Blotting paper should be retained in use as long as serviceable and should not be changed at intervals as a matter of course.

regular

V.VK. 25/5/56/ 50.

(24) Officers employing Rotary ~uplicators should send .. Superintendent, Government Printing and Stationery, every month a sample of each of the forms, circulars, etc, duplicated by them on their Rotary machines for advice as regards the size to be adopted for duplicating them.

(25) Badami paper (buff routine sheets) should invariably by used in typing ~otes, fair copies , etc. of all "C" and "D" class cases; white cream wove being used in typing notes, etc, of important cases of "A" and "B" class.

(26) The Secretariat Departments and Heads of Offices should use /Superior 6 lbs. as far as possible instead of cream-wove (Badami) as the latter quality of paper is very difficult to obtain.

(27) Badami paper of the ~~xxxxxxxxxxxxxxx~~ present thickness of the white typewriter papers should be used for typing letters. Badami paper sh~~a~~ should also be used inplace of Roneo Impression paper and printing paper for duplicating work. The Superintendent should supply this type of paper inreams of two different weights, viz. 5 and 6 lbs., 2½ lbs , and 3 lbs. reams of Badami paper of quarto size should be use ~~xxxx~~ for small letters, endorsemen~~t~~s and for duplicating purposes wherever possible. (Substituted by G.R.# G.D. No. 3303/33,dated 8-8-42).

(28) Letters issued to the same offices on thesame day should be sent in one and not in separate envelopes, so fam as this does not entail serious delay.

(29) No Department of the Secretariat or Heads of Offices should indent for any but the standard scribbling blocks .

(30) After a limited period, all theold files should be gone through and the re~~c~~ords destroyed , if permissible , and the file covers of old records should be used for opening ~~xxx~~ new files.

(31) The annual demands for case boards (Standard Form No. Genl. 139) , should also be scrutinised and reduced wherever possible.

4. The Controlling Officers of every Government Department should check theaccount and stock of staticnery and forms at the time of thier inspection of offices subordinate to them and make suitable remarks in their inspection repo rts which are to be submitted ~~to be submitted~~ to higher officers. They should communicate copies of ~~xx~~ any adverse remarks to the Superintendent, Government Printing and Stati nery, together with the orders if any, passed by them in respect of such remarks. If the head of the Depa rtment concerned or the Superintendent considers that the Controlling, Officer's remarks in any particular case indicate a s-erious irregularity which should be brought to Government's notice , thematter should be reporte to Government for orders. All Assistant Secretaries, Superintendents and Head Clerks, etc. in Government offices should personally see that every clerk and peon has fully grasped the significance of these orders and will observe and is observing them.

5. The Collectors of the Districts should berequested to ask the local bodies in their Districts to reduce their requirements in respect of paper by 25 per cent. and to issue instructions to their staff on thelines of the Government Resolution copies of which should be forwarded to them.

By order of theGovernor of BCal

B.S.MANI,

Deputy Secretary to Government.

G.R. No. 3303/33, G.D. dated the 12th December 1941.

To

The Commissioners of Divisions,

V.VE: 25/5/56/ SC.